

## II. GLOSSARY OF FREQUENTLY USED TERMS

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► **Accessible:** Activity or place capable of being reached by individuals with disabilities.

► **Accommodation:** A change or adjustment to the home, work or community environment which permits an individual with a disability to have access and fully participate in daily living and community activities.

► **Activities of Daily Living (ADL):** Tasks essential to performance of routine self-care functions, such as dressing, bathing, eating, toileting, and transferring.

► **Adaptive Behavior:** Ability of an individual to meet the standards of maturation, learning and personal independence that are expected based on normative standards for age, cultural background, and experience through skills or the ability to adjust ones behavior necessary to compensate for health, motor or sensory deficits.

► **Advance Directives:** A written document stating how a person wants medical decisions to be made if he/she loses the ability to make them for themselves. It may include a Living Will and a Durable Power of Attorney for health care.

► **Advocate:** Person who has been designated by an individual or an individual's legal representative to speak on the individual's behalf and help the individual understand and make informed choices in matters related to identification of needs and choices of supports and services.

► **Americans with Disabilities Act of 1990 (ADA):** Federal legislation which guarantees equal opportunity for individuals with disabilities in public accommodations, employment, services and telecommunications.

► **Appeal:** An appeal is a request for a review of a decision to a person or institution with the authority to judge, adjudicate on, or determine claims or disputes.

► **Assisted Living:** A type of living arrangement in which personal care services such as meals, housekeeping, transportation, and assistance with activities of daily living are available as needed to people who still live on their own in a licensed setting. In most cases, the "assisted living" residents pay a regular monthly rent. Then, they typically pay additional fees for the services they get.

► **Assistive Technology (AT):** Any item, piece of equipment or product that is used to assist, maintain or improve functional capabilities of an individual.

► **At-Risk Child (ARC):** An eligibility category which includes children from age three (3) (36 months) to age six (6) whose diagnosis of an intellectual disability or a related disability remains unclear. It may still be too early to confirm a diagnosis of an intellectual disability at this age range since developmental delays evidenced during the preschool years may still not be good predictors of later cognitive and adaptive functioning.

► **Authorization to Release/Obtain Information:** The form which consumer/legal guardians must sign to give permission for Service Coordinators or providers to release/obtain confidential information about them to/from other agencies or professionals.

► **Autism:** Abnormal or impaired development in social interaction and communication, as well as markedly restricted, repetitive and stereotyped patterns of behavior, interests and activities manifested prior to three (3) years of age.

► **Baby Net:** South Carolina's IDEA Part C interagency early intervention program for infants and toddlers under three (3) years of age with developmental delays or conditions associated with developmental delays. SC First Steps to School Readiness is the Baby Net lead agency. Children may be eligible for Baby Net if they are learning or developing slowly. Early Intervention services are based upon the child's needs and may include physical therapy, occupational therapy, speech therapy, assistive technology, special instruction and/or case management.

► **Caregiver:** A person who helps care for someone who is ill, disabled, or aged. Some caregivers are relatives or friends who volunteer their help. Some people provide care giving services for a cost.

► **Case record:** The file in which providers keep all relevant information concerning a consumer. The Service Coordination case record is considered to be the primary record for consumers served by DDSN. All information as required by the Service Coordination Standards must be maintained in this record. Other records are also maintained by each service provider. When the primary case record becomes too big or contains massive information, it can be purged and a back-up file started to retain the information.

► **Case Open Date:** The date an applicant is screened in for DDSN services and first chooses a Service Coordination provider. Once the case is "opened", as signified by the case open date, the process to establish eligibility for DDSN services begins.

► **Centers for Medicaid and Medicare Services (CMS):** Federal agency within the U.S. Department of Health and Human Services responsible for administering the Medicare and Medicaid programs. CMS assures that states properly administer national health care programs, establish policies for paying health care providers, conduct research on the effectiveness of various methods of health care management, assess the quality of health care facilities/services and take enforcement actions as appropriate.

► **Certificate of Medical Necessity:** A form required by Medicaid/Medicare authorizing the use of certain durable medical items/equipment (DME) prescribed by a physician. This form is to be completed by a doctor or the doctor's employee. The provider of the DME will coordinate with the person's doctor to see that all the necessary information is submitted to Medicare. A change in prescription and/or a change in the person's condition require that an updated certificate be completed and submitted.

► **Choice:** Having the power, right, and liberty to make a decision. Choice will be offered to all individuals/legal guardians when being served by DDSN. Choice will be given when selecting services, providers, residential setting, place of employment, and in any other area of an individual's life. Choices are offered regarding DDSN services within available resources and from a list of qualified providers. The qualified provider list consists of organizations or agencies that are qualified to provide DDSN-funded services to service recipients. This Qualified Provider List includes names of providers, types of services offered, types of disabilities served, ages served and counties in which the services are provided. All providers listed may not offer services for all ages or in all counties. Each organization on this list must meet the federal, state, and DDSN requirements for quality and safety to become a provider of DDSN supports and services.

► **Circle of Support:** A group of people chosen by the consumer and/or family, who assist the consumer to develop, implement and monitor the Plan. Members of a Circle of Support usually include family, friends, co-workers, neighbors, church members, teachers, the Service Coordinator and others who know or work closely with the consumer. The Circle members agree to meet on a regular basis to help the consumer identify and achieve personal aspirations and goals. Members of the Circle participate because they care about the individual and want to work together to help overcome obstacles and open doors to new opportunities.

► **Civil Rights:** The protections and privileges of personal liberty given to all citizens by law (i.e., rights that are specifically guaranteed by federal and state laws and that are equally available to each individual).

► **Claim:** A claim is a request for payment for services rendered to an eligible program participant or beneficiary.

► **Community Residential Care Facilities (CRCF):** A facility licensed by DHEC which offers room and board and provides/coordinates a degree of personal assistance for two (2) or more individuals, who are at least 18 years old, and who are not related to the licensee. It is designed to accommodate individual residents' changing needs and preferences, maximize residents' dignity, autonomy, privacy, independence and safety, and encourage family and community involvement. It offers a beneficial and protected environment specifically for individuals who have mental illness or intellectual disabilities. A CRCF offers the opportunity to live in the community in a homelike environment under the supervision of qualified, trained caregivers. There are private CRCFs ("Boarding Homes") in many communities. DDSN also contracts with qualified providers to operate CRCFs.

► **Community Training Home I Model (CTH I):** A licensed residential setting offered by DDSN where personalized care, supervision and individualized training are provided, in accordance with a service plan, to a maximum of two (2) people living in a private home. Caregivers are employed by or independently contracted with contracted qualified providers.

► **Community Training Home II Model (CTH II):** A residential setting offered by DDSN which offers the opportunity to live in a homelike environment in the community under the supervision of qualified and trained staff. Care, supervision, and skills training are provided

according to individualized needs as reflected in the service plan. No more than four (4) people live in each licensed residence.

► **Competency:** Has to do with an individual's ability to understand critical information and to make decisions for himself or herself. The following describes different categories or competency:

- **Competent to stand trial:** This type of competency is determined through Criminal Court and implies that an individual understands charges that are made against them, has an understanding of right and wrong, and is able to assist in their own defense.
- **Legally Competent:** This type of competency implies that an individual is qualified and able to make decisions on their own regarding their well-being in areas such as residential placement, financial, medical, etc. All individuals, including those with intellectual disabilities, automatically become legally competent at the age of 18, unless declared legally incompetent through Probate Court.
- **Legally Incompetent:** This type of competency is determined through Probate Court and implies that an individual is not qualified or able to make important decisions regarding their well-being on their own. Individuals who are declared legally incompetent must have a legal guardian appointed to oversee their wellbeing and make decisions on their behalf.

► **Competitive Employment:** Employment in which an individual is compensated at or above the minimum wage and is employed on a full-time or part-time basis in an integrated and competitive labor market.

► **Confidentiality:** A guarantee that personally identifiable information about an individual or family remains private and may only be shared among agencies with the written permission of the individual/legal guardian.

► **Conservator:** A person appointed by a judge to look after the money of an individual who cannot look after it himself/herself. The conservator might handle the Social Security Income and checking account of an individual, as well as any money the individual might earn or inherit. The same person can be both a guardian and conservator.

► **Consumer:** The individual with an intellectual disability or related disability who is served through DDSN. Other terms are also used to refer to the consumer such as: person, individual, primary customer, client, etc.

► **Consumer Choice:** Right of the consumer, legal guardian, or responsible party to choose supports and services from a range of service options to meet the diverse and personalized needs of an individual. The degree to which individuals have choice must go beyond the range of service choices and include opportunities for individuals to decide when, where, how and who will provide supports and services.

► **Continuing Care Retirement Community (CCRC):** A private housing community that provides different levels of care based on what each resident needs over time. This is sometimes called "life care" and can range from independent living in an apartment to assisted living to full-time care in a nursing home. Residents move from one setting to another based on their needs but continue to live as part of the community. Care in CCRCs is usually expensive. Generally, CCRCs require a large down payment and charge monthly fees.

► **Due Process:** The idea or principle that all laws and legal proceedings as well as agency policies and procedures must be fair and fairly enforced. Specifically, the right of all persons to receive the guarantees and safeguards of the law and judicial process. In the DDSN service delivery system, this means that people receiving services have the right to receive guarantees and safeguards concerning services funded by the State and Federal government. DDSNs internal mechanisms for due process are Human Rights Committees.

► **Durable Medical Equipment:** Purchased or rented items such as hospital beds, ventilators, oxygen equipment, seat lift equipment, wheelchairs, and other medically necessary equipment prescribed by a health care provider that is suitable and appropriate to be used in a person's home.

► **Early Intervention (EI):** Provides an array of family-focused, in-home services for children with an intellectual disability or related disability from birth to age six. Early Interventionists help families understand their child's development and assist in providing therapeutic intervention and special instruction services. Early Intervention services are provided in the child's own home or in the child's natural environment.

► **Early and Periodic Screening, Diagnosis and Treatment (EPSDT):** A comprehensive child health program funded by the Department of Health and Human Services (DHHS) through the Medicaid State Plan to children under the age of 21 years to reduce the impact of childhood health problems by identifying, diagnosing and treating health problems early.

► **Education of All Handicapped Children Act (EHA):** Landmark 1975 legislation that required education for all students with disabilities and introduced the terms Individualized Education Program (IEP), Least Restrictive Environment, Free Appropriate Public Education, and the multi-factored Evaluation to Education.

► **Empowerment:** Education and practices aimed at transferring power to or strengthening individuals and groups.

► **Family Support Plan (FSP):** Plan of care form used for children age three (3) to their sixth (6th) birthday receiving Early Intervention services.

► **Fee for Service Medicaid:** Referred to often as "regular Medicaid" where a beneficiary can go to any provider that takes Medicaid. The provider charges a fee for each service and, in turn, bills Medicaid directly for each service rendered.

► **Fiscal Agent:** The agency in each county that is responsible to manage and disseminate all funds for consumers.

► **Free Appropriate Public Education (FAPE):** The requirement, introduced by EHA of 1975, which requires schools to provide an education relevant to the needs of students with disabilities at no cost to families. The courts have generally stated that appropriateness does not mean optimal, only that the student is progressing at a reasonable rate.

► **Funding Bands:** The funding system used by DDSN to finance most services provided to individuals.

► **Guardian Ad Litem:** A Guardian Ad Litem is a person that is the guardian for an individual who is involved in a trial or hearing. The way the law works, the judge has to assume that a child, an individual with an intellectual disability or a related disability, or a person in jail needs a temporary guardian to speak for them. The Guardian Ad Litem may not actually be needed, but the individual is entitled to one. The Guardian Ad Litem can be very useful for making phone calls and checking on court schedules. The Guardian Ad Litem's job ends when the trial or hearing is over.

► **Habilitation:** Maintaining and/or increasing an individual's skills.

► **HASCI:** Acronym for **H**ead and **S**pinal **C**ord **I**njury, as in the DDSN HASCI Division and HASCI Waiver

► **High-Risk Infant (HRI):** A DDSN eligibility category which includes children from birth to 36 months of age who are at a substantially greater risk for a developmental disability than the general population due to their genetic, medical or environmental history.

► **Health Insurance Portability & Accountability Act (HIPAA):** A law passed in 1996 which is also sometimes called the "Kassebaum-Kennedy" law. This law expands your health care coverage if you have lost your job, or if you move from one job to another. HIPAA also protects you and your family if you have: pre-existing medical conditions, and/or problems getting health coverage, and you think it is based on past or present health. The HIPAA Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. The HIPAA Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities to use to assure the confidentiality, integrity, and availability of electronic protected health information.

HIPAA also:

- limits how companies can use your pre-existing medical conditions to keep you from getting health insurance coverage;
- usually gives you credit for health coverage you have had in the past;
- may give you special help with group health coverage when you lose coverage or have a new dependent; and
- generally, guarantees your right to renew your health coverage. HIPAA does not replace
- the states' roles as primary regulators of insurance.

► **Health Maintenance Organizations (HMO):** A type of Medicaid/Medicare managed care plan where a group of doctors, hospitals, and other health care providers agree to give health care to Medicaid/Medicare beneficiaries for a set amount of money from Medicaid/Medicare every month. Beneficiaries must get his/her care from the providers in the plan.

► **Home and Community-Based Service (HCBS) Waiver Programs:** Home and Community Based Service Waiver programs are the Medicaid alternative to providing long-term care services in institutional settings. If a person qualifies, each person chooses whether services are provided in their homes and communities versus in an institutional setting. States may offer a variety of services to people under a Home and Community Based Service Waiver program. These programs may provide a combination of both traditional medical services (i.e. dental services, skilled nursing services) as well as non-medical services (i.e. respite, case management, and environmental modifications). DDSN operates four Home and Community Based Service Waiver programs: The Mental Retardation/Related Disabilities (MR/RD) Waiver, Community Supports (CS) Waiver, Head and Spinal Cord Injury (HASCI) Waiver, and the Pervasive Developmental Disorder (PDD) Waiver.

► **Hospice Care:** A special way of caring for people who are terminally ill, and for their family. This care includes physical care and counseling. Hospice care is covered by Medicaid or under Medicare Part A (Hospital Insurance).

► **Human Rights:** Human rights are international moral and legal norms that aspire to protect all people everywhere from severe political, legal, and social abuses. Examples of human rights are the right to freedom of religion, right to freedom of speech, the right to be treated with dignity and respect, etc.

► **Human Rights Committee:** The role of a Human Rights Committee is to safeguard and protect the rights of people receiving services and to ensure that they are treated with dignity and respect in full recognition of their rights. S.C. Code Ann. §44-26-70 (Supp. 2010) relating to the rights of people receiving services from DDSN requires that each DDSN Regional Center and DSN Board establish a Human Rights Committee. Contract service providers may either use the Human Rights Committee of the local DSN Board or establish their own Committee. DDSN Autism Division operated programs, may utilize an existing Human Rights Committee of a DSN Board or of a Regional Center or it may establish its own Committee. The regulations governing Intermediate Care Facilities for Persons with Intellectual Disabilities require the establishment of a specially constituted committee which functions as a Human Rights Committee to review, approve, and monitor programs to manage inappropriate behavior and other programs that involve risk to protection and rights. Policies and procedures of this directive are applicable to these specially constituted Committees. (DDSN Directive 535-02-DD: Human Rights Committee)

► **Impairment Related Work Expense (IRWE):** Certain expenses for things an individual with a disability needs because of his/her impairment in order to work which may be deducted from gross earnings when determining eligibility for SSDI or SSI.

► **Inclusion:** The process of including individuals with disabilities in the activities and environments of other people without disabilities.

► **Independent Living:** Living in one's own home or apartment in the community. Independent living does not mean that an individual is completely independent in all Activities of Daily Living and/or community living skills. Supports and services may need to be in place for some individuals in order to live independently in the community.

► **Individual Family Support Plan (IFSP):** The service plan process/completed service document for a child birth to three (3) years and his/her family when receiving Early Intervention services. The planning process involves a joint effort between parents and specialists. The written document lists the early intervention services a child needs in order to grow and develop and services the family needs to help the child grow and develop.

► **Individual with Disabilities Education Act (IDEA):** An updated version of the Education of All Handicapped Children's Act (EHA) which required the statement of needed transition services as part of the IEP in 1990.

► **Individualized Education Program (IEP):** The written plan documenting eligibility, programs and services for special education students.

► **Integration:** In the disability context, the process of including individuals with disabilities in the environments, activities and social networks of other people. Sometimes used interchangeably with the term "inclusion".

► **Intellectual Disability:** A condition with an onset prior to the age of 18 in which an individual demonstrates significantly below-average intellectual functioning (a valid IQ of 70 or below), and has concurrent deficits in adaptive functioning in at least two areas: communication, self-care, home living, social/interpersonal skills, use of community resources, self-direction, functional academic skills, work, leisure, health and safety.

► **Intermediate Care Facility for Persons with Intellectual Disabilities (ICF/ID):** An institution (or distinct part of an institution) that is primarily for the diagnosis, treatment, or habilitation of people with intellectual disabilities or with related conditions; and provides, in protected residential setting, ongoing evaluation, planning, 24-hour supervision, coordination and integration of health or rehabilitative services to help each individual function at his/her greatest ability. (Note: An institution is defined as an establishment that furnishes (in single or multiple facilities) food, shelter, and some treatment or services to four or more individuals unrelated to the proprietor). An ICF/ID primarily provides health-related care and services above the level of custodial care to people with an intellectual disability or a related disability but does not provide the level of care available in a hospital or skilled nursing facility.

► **Life Planner:** The role of a Life Planner is to help identify a person's life expectations, set goals, and develop a plan of action to achieve those goals. All Life Planners must undergo specialized training, demonstrate competency in a variety of skills and meet other DDSN qualifications to be placed on an approved list of providers. A Life Planner may be independent (contract with DDSN) or agency-based (work for a local board or provider organization).



Individuals and/or family members choose a Life Planner from a list of options and there is no cost to the individual or family for the service.

► **Least Restrictive Environment (LRE):** An environment in which services are delivered with minimum limitation, intrusion, disruption or departure from typical patterns of living available to individuals without disabilities; which do not subject an individual or others to unnecessary risks to health or safety; and which maximize the individual's level of independence, productivity and inclusion in the community.

► **Legal Guardian:** A person appointed by a judge to look after an individual who cannot look after himself/herself (i.e., who is legally incompetent). The guardian makes all decisions and signs all documents for the individual concerning any medical treatment or placement. If an individual has a legal guardian, documentation from the court should be obtained, if available, for the individual's file. For children under age 18, their parent(s) are considered to be the legal guardian unless the parents' rights have been terminated or the parents are deceased.

► **Level of Care (LOC):** An assessment of an individual's disability and treatment needs required for Medicaid reimbursement. The Level of Care assessment must demonstrate that an individual requires the degree of care provided in an institution.

► **Long-Term Care:** A variety of services that help people with health or personal needs and activities of daily living over a period of time. Long-term care can be provided at home, in the community, or in various types of facilities, including nursing homes and assisted living facilities. DDSN offers long term care services through four different Home and Community Based Waiver programs (for example, services provided in the home/community such as residential habilitation, day program services, personal care, nursing services, respite, etc.) and in facilities (Intermediate Care Facilities for Persons with Intellectual Disabilities (ICF/ID).

► **Mainstreaming:** A term that was used widely in the 1970's to refer to the practice of placing students with disabilities in the regular education curriculum. This term lost favor when it was found that many students were being placed in regular classes without needed supports.

► **Medicaid:** A federal health care program generally serving eligible low income individuals whose income and assets are below specific levels. In South Carolina, DHHS determines eligibility for Medicaid. An individual applying for Medicaid as a Social Security Income (SSI) recipient in South Carolina must apply at their local Social Security office. Generally, an individual who is approved for SSI in South Carolina will automatically receive Medicaid. Applications for all other coverage groups may be filed in person or by mail. Applications may be filed at out-stationed locations such as the county health departments, community health centers, most hospitals and the county Department of Social Service offices. The South Carolina Medicaid program offers different ways for its members to receive healthcare services. The choices are either managed care or fee-for-service.

► **Medicaid Managed Care Organizations (MCO):** A Medicaid MCO operates much the same as a Health Maintenance Organization (HMO), as care is furnished through a network of providers (primary and specialty), hospitals, pharmacies, etc. Services rendered are authorized by the MCO to ensure appropriate care management, disease management, and care

coordination. MCOs require members to choose a Primary Care Physician (PCP) who serves as the primary point of contact. Members are expected to contact their PCP first before seeking treatment elsewhere. The PCP may diagnose and treat the problem, or refer the member to a specialist within the MCO network. The process for authorizing services within the MCOs may be different for each plan.

► **Medicare:** A federal insurance program serving most individuals 65 and older and individuals with disabilities regardless of income if they are eligible for Social Security Disability Income.

► **Medical Homes Network Programs (MHN):** The Medical Homes Network (MHN) health care delivery model is a primary care case management program. A MHN is comprised of a Care Coordination Services Organization (CSO) and enrolled primary care physicians (PCPs). Only PCPs may contract within the MHN as all services are coordinated through the CSO and PCP, and claims for the services rendered are paid by DHHS. A MHN, like a Managed Care Organization (MCO), offers enhanced benefits beyond what is offered under traditional fee-for-service Medicaid.

► **Mental Health Services:** Services provided to individuals with serious mental illness. Public mental health services are provided through the South Carolina Department of Mental Health (DMH) and local Mental Health Centers, but behavioral health services are available from private practitioners.

► **Natural Supports:** Supports that are non-paid which will help an individual to achieve personal goals or needs as identified on the Plan. Natural supports may include people such as family members, friends, church members, neighbors or community organizations. Natural supports may also be any location or event in the natural environment from which an individual may benefit or participate in such as community parks, civic events, etc.

► **Needs Assessment:** Activities to obtain and review information for the purpose of determining a person's personal goals and needs in order to develop an accurate and effective Support Plan. Needs assessment is based upon a systematic evaluation of the relative strengths and weaknesses of the person/legal guardian's environmental, economic, psycho-social, medical and other circumstances. Needs assessment is an ongoing process and should incorporate both formal and informal assessment. Formal assessment is a specific standardized assessment tool which is completed with a person at least annually. Informal assessment is an ongoing assessment of a person's personal goals, needs and satisfaction through observation, site visits and personal interviews with the person/legal guardian and direct care professionals throughout the year.

► **Non-reportable:** Any activities of Service Coordinator's which do not fall within the core job functions as defined in the Service Coordination Standards, but are still important, relevant activities in providing quality person-centered services for individuals and families.

► **Nursing Home:** A residence that provides a room, meals, and help with activities of daily living and recreation. Generally, nursing home residents have physical or mental problems that keep them from living on their own. They usually require daily assistance.

► **Nursing Facility:** A facility which primarily provides to residents' skilled nursing care and related services for the rehabilitation of injured, disabled, or sick persons, or on a regular basis, health related care services above the level of custodial care to those other than intellectually disabled or a related disability individuals.

► **Old-Age, Survivors, and Disability Insurance:** The Social Security programs that pay for:

- (1) monthly cash benefits to retired-worker (old-age) beneficiaries, their spouses and children, and survivors of deceased insured workers (OASI); and
- (2) monthly cash benefits to disabled-worker beneficiaries and their spouses and children, and for providing rehabilitation services to the disabled (DI).

► **Olmstead Decision:** A 1999 decision by the U.S. Supreme Court concerning two women from Georgia who played a major role in the expansion of consumer-directed services in South Carolina as well as other states. Because of this decision, all public entities are required to administer their programs "in the most integrated setting appropriate to the needs of qualified persons with disabilities."

► **Ombudsman:** An independent governmental official who receives complaints against government (and government-regulated) agencies and/or its officials from aggrieved individuals; who investigates these complaints; and who, if the complaints are justified, makes recommendations to remedy the complaints.

► **Person Centered Planning:** In Person-Centered Planning, the gifts and positive abilities instead of the weaknesses and inabilities of an individual are the focus. Person-Centered Planning focuses on developing connections within the community to provide supports for the person. Services and supports are developed for the person based on their needs, wants, and desires instead of "fitting" the person into current services and programs. Supports developed during Person-Centered Planning help the person to:

- Set their personal goals
- Meet new people
- Try new things
- Contribute to and be supported by their community
- Have who and what is important to them in their everyday life
- Stay healthy and safe

A Life Plan is developed as a result of the person centered planning process. Life Plans are shared with all service providers at the consumer's discretion and providers are expected to assist in meeting the identified goals in the Life Plan.

► **Personal Outcomes:** Life priorities, personal preferences, goals and desires as defined by individuals for themselves in all areas of life. The Council on Quality and Leadership (CQL) developed the Personal Outcome Measures assessment tool to help identify what individuals' personal outcomes are and if their outcomes are being met by the agencies and individuals supporting them.

► **Plan for Achieving Self-Support (PASS):** A Plan for Achieving Self-Support (PASS) allows a person with a disability to set aside otherwise countable income and/or resources for a specific period of time in order to achieve a work goal. Any person who receives SSI benefits, or who might qualify for SSI or any person receives SSDI (or a similar benefit) and could qualify for SSI, may be able to have a PASS. There is no limit to the number of successful PASS plans a person may use in a lifetime.

► **Power of Attorney (POA):** An important legal document which gives a designated person broad powers to make legal decisions for an individual in a variety of situations. There are many different types of Power of Attorney to include the following:

- **Durable General Power of Attorney:** A legal document which gives a designated person broad powers to handle another's property during his/her lifetime, which may include powers to mortgage, sell, or otherwise dispose of any real or personal property without advance notice or approval. Other subjects discussed in a Durable General Power of Attorney are: stock and bond transactions, commodity and options transactions, banking, estate and trusts, claims and litigation, personal and family maintenance, division of social security and other governmental benefits, retirement plan transactions, tax matters, etc. A Durable General Power of Attorney does not authorize anyone to make medical or other health care decisions.
- **General Springing Power of Attorney (upon disability):** A legal document which gives a designated person broad powers to handle property, tangible or intangible, without prior notice or approval if an individual becomes disabled or incompetent.
- **Medical Power of Attorney:** This legal document gives a designated person the authority to make any and all health care decisions for an individual in accordance with his/her wishes, including religious and moral beliefs, when the individual is no longer capable of making decisions for himself/herself. Because "health care" means any treatment, service, or procedures to maintain, diagnose, or treat physical or mental conditions, the medical power of attorney has the authority to make a broad range of health care decisions. This person may consent, refuse to consent, or withdraw consent to medical treatment and may make decisions about withdrawing or withholding life-sustaining treatment. This person may not consent to voluntary in-patient mental health services, convulsive treatment, or abortion. A physician must comply with a medical power of attorney's instructions or allow the individual to be transferred to another physician.

► **Protection and Advocacy (P & A) for People with Disabilities:** Established in 1977 as the protection and advocacy system for the State of South Carolina, P&A is a member of the National Disability Rights Network (NDRN) and is mandated by state and federal law to protect the rights of people with disabilities in South Carolina. NDRN is the nonprofit membership organization for the federally mandated P&A Systems and Client Assistance Programs (CAP) for individuals with disabilities. Collectively, the P&A/CAP network is the largest provider of legally based advocacy services to people with disabilities in the United States. P&A is a

private, non-profit South Carolina corporation governed by a volunteer board of directors. As required by federal law, P&A is independent of all agencies which provide treatment or other services to people with disabilities. P&A offers a variety of programs to assist people with disabilities.

► **Provider:** An organization or agency paid to provide a service for a consumer. In the DDSN service delivery system, providers are approved and placed on the Qualified Provider List (QPL) from which consumers choose. Services may also be provided to consumers by agencies and funding outside the DDSN service delivery system.

► **Psychological Evaluation:** An evaluation of an individual's intellectual functioning and adaptive behavior.

► **Qualified Provider List (QPL):** A list of agencies which are approved to provide services within the DDSN system. The current procedures for how to become a qualified provider and a current list of qualified providers is available on the DDSN website.

► **Reasonable Accommodation:** Adaptations or modifications of the environment, equipment or materials to be in compliance with ADA and IDEA which make it possible for an individual with a disability to fully participate in an activity.

► **Rehabilitation:** Restoration of an individual's functional status to a former state or condition.

► **Related Disability:** Severe, chronic conditions which are found to be closely related to an intellectual disability or which requires treatment similar to that required for individuals with an intellectual disability (e.g. cerebral palsy, epilepsy, etc.). Onset of a related disability must be before the age of 22.

► **Reportable:** Any activities of Service Coordinators which fall within one of the core job functions as defined in the Service Coordination Standards. These core job functions are the only activities that, when reported to DDSN via service notes, may be reimbursed by Medicaid for provision of targeted case management services.

► **Section 504:** A section to the Rehabilitation Act of 1973. A federal civil rights statute designed to eliminate discrimination on the basis of a disability in any program or activity receiving federal financial assistance.

► **Section 8 Housing:** Refers to housing subsidized to low-income individuals by Housing and Urban Development (HUD).

► **Self-Advocacy:** The ability and opportunity to speak on behalf of one's own interests.

► **Self-Determination:** The ability and opportunity for individuals to make choices and to act on the basis of their personal choices.

► **Self Direction:** A different way of supporting people with disabilities where the voice of the person with a disability is the most important one for us to listen to and to respect when it comes

to that person making choices about his/her life. Self-direction gives a person with a disability more control in planning for and running his/her own life. This can be hard work because more control means more responsibility. A person is responsible when he or she makes good decisions that keep him or her happy, healthy, and safe. This may take the help of family and/or friends. The choices a person makes are often based on the things that are most important to him or her. Self-direction helps a person find a comfortable place in the community where he/she can live, work, and play in ways that he/she chooses as right. Directing one's own services, such as in consumer-directed services, is an important piece of self-direction.

► **Service Agreement:** A form that consumers/legal guardians sign during the intake process which signifies their request for services and their agreement to have DDSN obtain and review any relevant records for the purpose of determining eligibility for services. By signing this form, consumers/legal guardians consent to have additional evaluations completed if necessary to determine eligibility.

► **Service Authorization:** A form which Service Coordinators give to chosen providers as a way of informing that they have permission or 'authorization' to begin providing a service for an individual. Authorizations also inform providers of the frequency and duration of services they are approved to provide.

► **Service Note (SN):** Narrative, chronological documentation in a case record that describes activities provided by a Service Coordinator.

► **Similar Disability (SD):** South Carolina Code of Law does not define a similar disability, but does stipulate that a similar disability is not limited by early age of onset, is not a condition that culminates in death or worsens over time, is not dementia resulting from chronic disease or alcohol/drug use, and is not a neurological disorder related to aging. Muscular dystrophy, Multiple Sclerosis, Cancer, Parkinson's disease and other similar disabilities.

► **Skilled Nursing Care:** A level of care that includes skilled tasks that can only be performed safely and correctly by a licensed nurse (either a registered nurse or a licensed practical nurse).

► **Social Security Administration (SSA):** The agency that oversees the provision of Social Security Disability Insurance and Supplemental Security Income and related work incentives.

► **Social Security Disability Insurance (SSDI):** An income support payment administered by the Social Security Administration that is provided to adults with disabilities or to children of parents who have retired or become disabled and have paid into Social Security. SSDI is only paid to individuals whose income falls below Substantial Gainful Activity (SGA) after accounting for work incentives.

► **Special Needs Trust:** A legal and financial arrangement to safeguard resources for individuals with intellectual disabilities or a related disability. This trust allows individuals to maintain resources without impacting their Medicaid eligibility.

► **Spinal Cord Injury:** An acute traumatic lesion of neural elements in the spinal canal, resulting in any degree of deficit in sensory, motor and life functions. The deficit may be temporary or permanent.

► **Substantial Gainful Employment:** The amount of income an individual can earn after a trial work period and still receive SSDI payments.

► **Supported Living Model I (SLP-I):** Certified residential settings with services offered by DDSN which is similar to the Supervised Living Model II; however, people generally require only occasional support. Staff is available 24 hours a day by phone. SLP-I settings must be assessed by the provider and determined to be functional and safe prior to the individual's entry and annually thereafter.

► **Supervised Living Program II (SLP-II):** Residential settings with services offered by DDSN which are appropriate for people who need intermittent supervision and supports. They can handle most daily activities independently but may need periodic advice, support, and supervision. It is typically offered in an apartment setting that has staff available on-site or in a location from which they may get to the site within 15 minutes of being called, 24 hours daily.

► **Supplemental Security Income (SSI):** An income support payment administered by the Social Security Administration that is provided to children with disabilities and adults who are disabled and whose income and assets fall below a prescribed level after accounting for Social Security work incentives.

► **Support Plan:** A form which is completed annually with a consumer to document the personal goals and needs that have been identified by the person/legal guardian through a formal assessment process. The Support Plan identifies a person's priority goals and needs, the services and supports necessary to address the needs, the frequency and duration of services, who will be responsible for carrying out specific aspects of each goal or need, and the timeframe identified by which a goal or need should be met. Support Plans are completed by the Service Coordinator and are considered the primary plan for a person receiving services. Some service areas, such as Residential and Day Program, also complete a plan with each consumer; however, these plans are specific to the program area and must complement and support the overall goals as identified on the Support Plan written by the Service Coordinator.

► **Supported Employment (SE):** Supported Employment services consist of paid employment for persons for whom employment at or above the minimum wage is unlikely, and who, because of their disabilities, need intensive ongoing support to perform in a work setting. Supported employment services are provided in a variety of settings, particularly work sites, in which persons without disabilities are employed. Supported employment includes activities to sustain paid work including training and supervision. When supported employment services are provided at a work site in which persons without disabilities are employed, payment will be made only for the adaptations, supervision and training required by the recipient as a result of their disabilities, and will not include payment for those supervisory activities rendered as a normal part of the business setting. Supported Employment services are generally provided by or through the South Carolina Vocational Rehabilitation Department. DDSN also provides individual and group employment service options.

► **TTY:** A teletypewriter (TTY) is a communication device used by people who are deaf, hard of hearing, or have severe-speech impairment. A TTY consists of a keyboard, display screen, and modem. Messages travel over regular telephone lines. People who do not have a TTY can communicate with a TTY user through a message relay center (MRC). An MRC has TTY operators available to send and interpret TTY messages. MRCs can be located in local telephone directories.

► **Ticket to Work and Work Incentives Improvement Act of 1999 (TWWIIA):** Enacted to increase opportunities for individuals with disabilities to work. Title I of the act provides access to employment training and placement services, and Title II of the act provides health care supports for working individuals with disabilities.

► **Time-Limited Eligibility:** A short-term eligibility status that is given to individuals (usually young children) for whom a diagnosis of an intellectual disability or a related disability is suspected, but cannot be confirmed. Time-limited eligibility is assigned to individuals who test within the range of an intellectual disability or a related disability, but who may experience factors which confound test results, calling into question the validity of the results. If the potential exists for these factors to abate or resolve in the future so that more valid test results can be obtained, a time-limited eligibility status will be assigned. Time-limited eligibility prevents the potential of assigning a premature or incorrect diagnosis of an intellectual disability or a related disability to an individual, but it also allows an individual with suspected intellectual disabilities or a related disability to receive appropriate services until a firm diagnosis can be made. Time-limited eligibility may also be assigned to an applicant to the HASCI Division whose condition may be improving such that long-term eligibility cannot be determined.

► **Transitioning:** The process of moving from adolescence to adult roles in which a child reconciles their needs, interests, and preferences with adult norms and roles.

► **Transition Planning:** The process of helping students and their families plan services to help them reach career goals and adult living objectives related to their needs, interests and preferences. The IDEA requires transition planning activities documented in the IEP for students aged 14 and older. The Individual Transition Plan (ITP) is also known as the “Statement of Needed Transition Services”.

► **Traumatic Brain Injury (TBI):** An injury to the skull or brain caused by an external physical force. The injury may produce a diminished or altered state of consciousness resulting in impairment in cognitive abilities or physical functioning, as well as behavioral and/or emotional functioning. It does not include strokes or aneurysms.

► **Tricare:** A health care program for active duty and retired uniformed services members and their families.

► **Vocational Rehabilitation (VR) Services:** A federal and state program that provides a range of services to individuals with disabilities, typically to achieve a particular career goal and competitive employment. VR services are administered by the South Carolina Department of Vocational Rehabilitation.



► **Work Incentives:** A number of Social Security Work Incentives that allow an individual to exclude part of their income to maintain eligibility for SSI or SSDI. Includes PASS, IRWE's, Student Earned Income Exclusion, and extended eligibility for Medicaid.

► **Workers Compensation:** Insurance that employers are required to have to cover employees who get sick or injured on the job.